

UNLV Completion Agreement Procedures

For the Bureau of Land Management

These procedures are intended to provide internal guidance on the enforcement of the University of Nevada, Las Vegas (UNLV) GS-0401 Fire Position Certification Program Agreement.

Background

The UNLV career education opportunity is significant to the Government's interest in terms of time commitment and cost, it is approximately 15 months for the full enrollment student. The cost for tuition, travel and per diem is approximately \$17,000 per student if they attend all eight courses. The tuition alone is currently \$600 per course.

The student signs an agreement to complete the courses they attend. The agreement states that "Due to the nature of this educational opportunity, a student who does not successfully complete the course will be required to repay the amount expended." The student and the student's supervisor sign the agreement ensuring the student's time commitment and management support has been discussed and agreed upon.

These procedures will provide consistent policy for "pursuing the repayment of training costs" to protect the Government's interests when students fail to complete the UNLV program. The Government is obligated to ensure that limited funds for fire management training are expended in the most effective manner. To protect the Government's interests when students fail to complete the UNLV courses, these procedures will provide a consistent framework which will avoid any arbitrary or capricious actions when pursuing the recovery of training costs.

Legal Authority

Federal employee training is governed by 5 U.S.C. § 4101-4119. The Office of Personnel and Management have promulgated regulations under this act at 5C.F.R. part 410. Under 5 C.F.R. § 410.303 employees are responsible for "successfully completing and applying authorized training." If the employee fails to fulfill the agreement, the agency can recover costs consistent with 5 U.S.C § 4108 and 5 C.F.R. § 410.405.

Successful Completion Requirements

Students must successfully complete each course with a passing grade issued by UNLV. An "F" grade for any of the courses will constitute "failure to complete" that course.

Students who fail to complete a course are subject to liability for the reimbursement to the agency for its costs.

The full enrollment program is demanding and is approximately 15 months. Partial enrollment (taking only a selection of courses) is also possible depending on individual needs. Students can expect to devote extra time to the course work, outside of normal working hours, in order to satisfactorily complete the course.

Billing for "Failing to Complete"

Failure to complete will result in billing. The student's supervisor will notify the employee no later than 30 consecutive days of receiving the notice of "failure to complete" from UNLV.

When it is determined by the supervisor that the student has "failed to complete" a course, the student will be billed for the cost of each course they failed which is currently \$600.

Waiver Requests for Billing

Waivers are intended for students that have unforeseeable and unavoidable circumstances that prevent them from ever completing the UNLV courses. They include, but are not limited to, health problems, family emergencies, etc. Generally, waivers are granted in situations that are completely outside the control of the employee. It is not the intent to grant waivers for students that simply do not make completing the UNLV program a high priority.

Students must submit in writing why they are requesting a waiver for billing. They must provide details regarding their reason and why it was outside their control. The employee's supervisor will consider the request and provide a written decision within 30 consecutive days.

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